

A G E N D A

Wichita Public Library Board of Directors Meeting

Tuesday, January 21, 2020 – 12:00 p.m.

Advanced Learning Library Keeney Stevens Board Room (2nd Floor)

711 W 2nd, Wichita KS 67203

1. Call to Order
 - a) Presentations - Evolve Shared Events Calendar by Reggie Davidson, Park & Recreation Department Superintendent of Recreation and Sean Jones, Library Communications Specialist
 - b) Introductions
2. Approval of the Agenda
3. Public Comment
4. Minutes of the December 17, 2019 Meeting
5. Unfinished Business
6. New Business
 - a) Proposed Change to CIR-007.1 Circulation of Materials
 - b) Proposed Changes to REF-002 General Equipment Availability for Customer Use
 - c) Proposed Changes to REF-003 Public Computing Services
 - d) Finance Reports and Bills

General Fund Bills	\$363,449.66
Grant Fund Bills	28,511.11
Gift & Memorial Fund Bills	225,873.54
Total	\$617,834.31
 - e) Semi-Annual Accounting of the Gift and Memorial Fund
 - f) Semi-Annual Accounting of Staff Travel
7. Standing Committee Reports
 - a) Finance Committee
 - b) Operations Committee
 - c) Planning & Facilities Committee
 - d) Public Affairs Committee
8. Special Committee Reports
 - a) Friends of the Library
 - b) Library Foundation
 - c) Wichita Genealogical Society
9. Director of Libraries Report
10. Announcements
11. Adjournment



MONTHLY ACTIVITY REPORT

December 2019

SERVICE HIGHLIGHTS

Library staff used the month of December to reflect on the successes of the year and to complete planning for the year ahead.

Several of the goals from the department's 2019 work plan were successfully achieved. These included:

- An updated master plan for branch libraries was completed with funding for facility updates added into the City Capital Improvement Program.
- The Advanced Learning Library received honorable mention in the Library Journal Landmark Libraries competition.
- Participation in the 1000 Books before Kindergarten program grew by 44%. More than 4,600 families are currently using the program to develop early literacy skills in their children ages 5 and younger.
- Literary reading for adults continued to gain attention through the ReadICT and Big Read Wichita programs as well as another successful Local Author Day.
- Use of the Wichita E-Reads collection grew by 15%, making this virtual branch the fifth largest circulating outlet in the library system.
- Color photocopying for the public was added in all library locations.
- Access to public computing was expanded through the implementation of guest passes in branch libraries and a circulating laptop dispenser in the Advanced Learning Library.
- An agreement to incorporate the Kansas Daughters of the American Revolution library collection into the research holdings of the Advanced Learning Library was approved.
- Several new partnerships with groups such as the Down to the Wire filmmaking competition, the Greater Wichita Ministerial League and the United States Navy's Deferred Entry Program were established to enhance programming or to increase community awareness of library services.
- Policies to guide the development and presentation of programs were approved.
- Universal Service (e-rate) subsidy awards of more than \$100,000 were received.
- A total of 263 organizations and businesses received special services from the Library.
- Residents from 31 states conducted local history or genealogy research in the Advanced Learning Library.

OTHER NEWS

Due to low attendance, the Grow with Google After-Hours Lab at the Maya Angelou Northeast branch library has been cancelled. The program intern has been transferred to the Advanced Learning Library to assist with Book-a-Librarian sessions and to expand Grow with Google classes offered in the Evergy Technology Training Center.

Beginning in January, Kansas Department of Health and Environment approved training for child care providers will be offered on the third Saturday of each month. Classes will help providers to learn more about library resources and services and to assist them with literacy curriculum development. Courses for the first three months of 2020 have already filled to capacity.

Background screenings were performed for January-March 2020 presenters. One agency scheduled for a one-hour presentation on training of assistance dogs cancelled their program due to objections to the new policy. A second agency also declined. Staff are working to find an alternative speaker on a related topic.

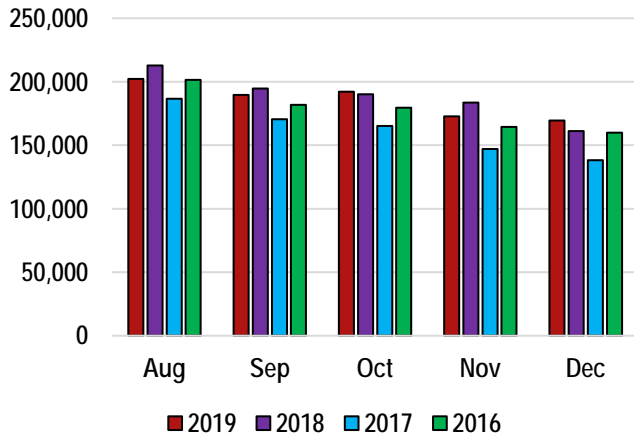
A portion of the Linwood branch has received new carpeting to replace flooring damaged by glass shards during a break-in at the library in the fall.

Agencies receiving special programs or services in December included: Branches and Honey Tree academies; Angel Wings Learning Center and Tree House/Maize child care centers; Via Christi Child Development Center; East Heights UMC Children's Day Out; Evergreen Neighborhood Resource Center; TOP/North early learning center; Fingerprints, The Mount, 2nd Street and Village West head start centers; Habitat for Humanity; Plymouth and Small Wonders preschools; Colvin, L'Ouverture, Spaght and Stanley elementary schools; St. Joseph and Wichita Friends schools; Southeast High School; Oxford Villa Plaza and Prairie Homestead senior living communities; Butler Community College/Andover campus; Kansas Department of Children and Families two WIC clinics and five family care centers.

The Genealogy Section had December out-of-state visitors from Arizona, Colorado, Florida, Illinois, Missouri, Nebraska, Oklahoma and Texas.

Service Dashboard

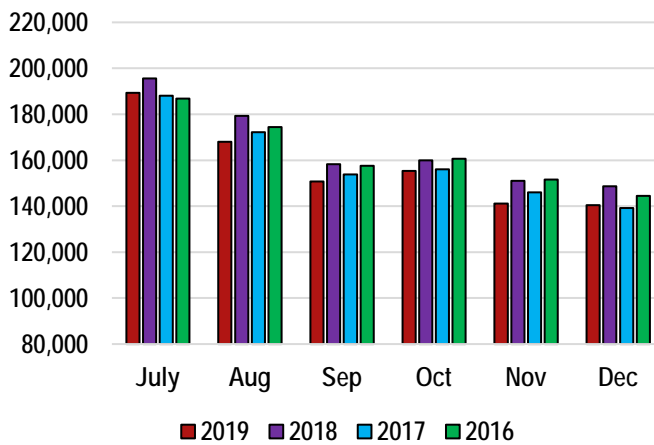
LIBRARY VISITS (door count, catalog sessions, and website visits)



DECEMBER			
	2019	2018	% change
Door Counts	78,254	69,042	13.34%
Catalog Use	40,076	41,582	-3.62%
Website Visits	51,142	50,534	1.20%
Total	169,472	161,158	5.16%

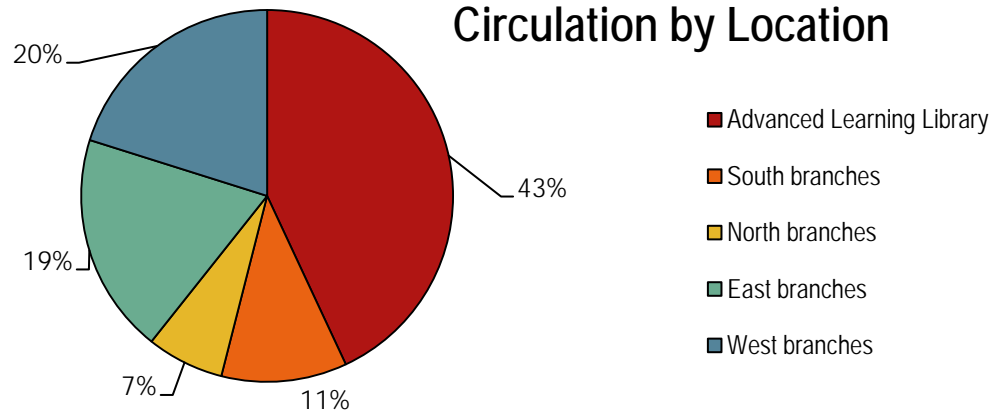
The Rockwell branch counter malfunctioned for several days in November and the Linwood branch counter malfunctioned for three days during September resulting in undercounting of visitors.

CHECKOUTS

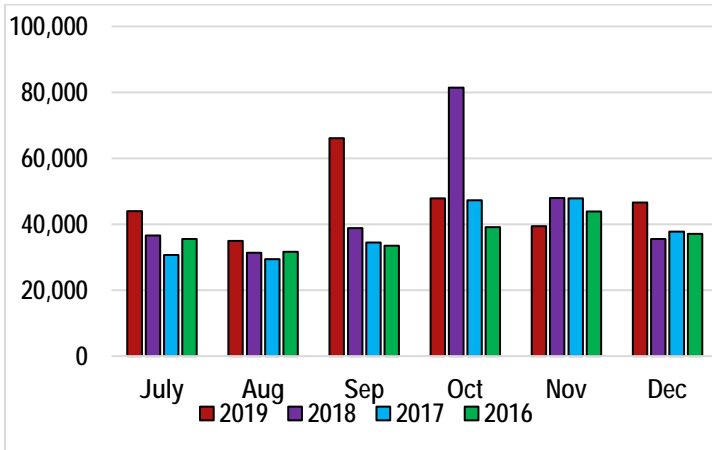


DECEMBER			
	2019	2018	% change
Physical Circ	127,222	136,144	-6.55%
E-book Circ	13,178	12,546	5.04%
Total	140,400	148,690	-5.58%

Circulation by Location

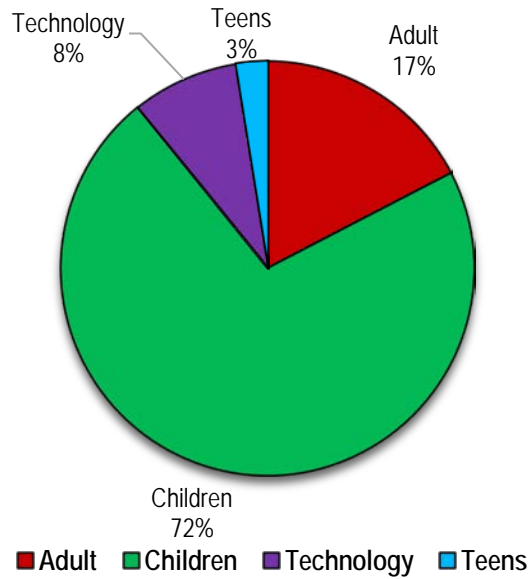


QUESTIONS ANSWERED (by staff in person/phone and through online services)



DECEMBER			
	2019	2018	% change
In person	8,631	8,028	7.51%
Online	37,970	27,466	38.24%
Total	46,601	35,494	31.29%

PROGRAM ATTENDANCE

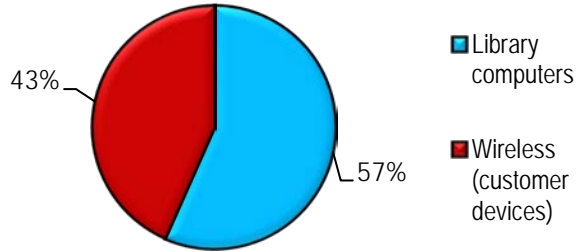


DECEMBER ATTENDANCE

	2019	2018	% change
Adult events	547	253	116.21%
Children's events	2,259	2,049	10.25%
Technology training	261	307	-14.98%
Teen events	79	73	8.22%
TOTAL	3,146	2,682	17.30%

PUBLIC COMPUTING

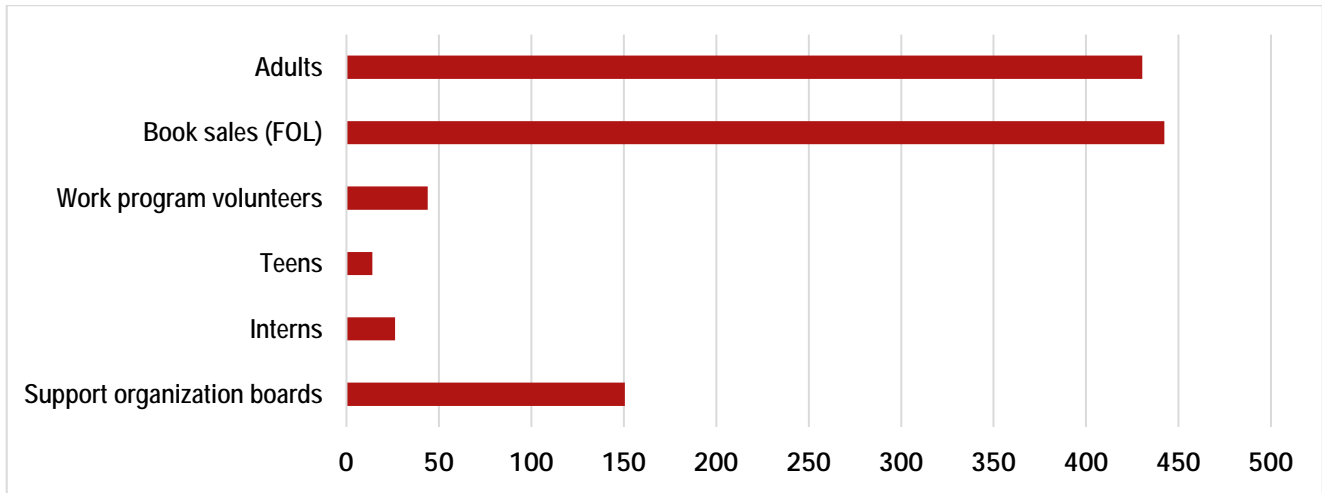
Method of Computing Access (by session)



DECEMBER

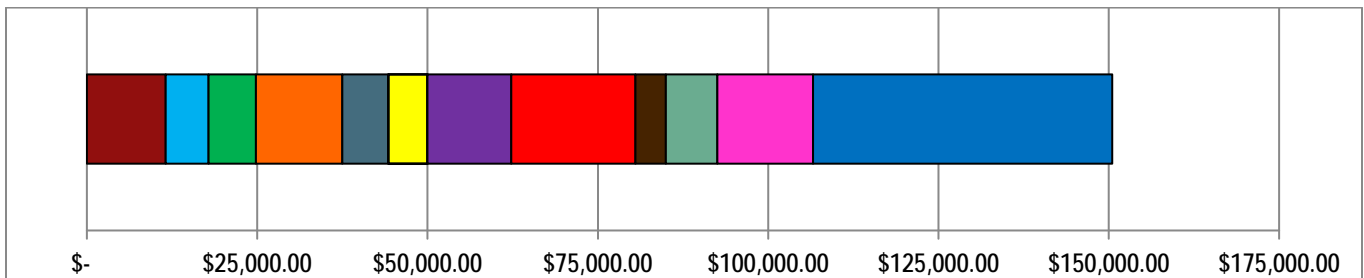
	2019	2018	% change
Library Workstation Sessions	8,984	9,885	-9.11%
Wi-Fi Sessions	6,882	7,216	-4.63%
Number of Users	1,741	1,806	-3.60%
Hours of Access	9,887	10,913	-9.40%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 321 Hours of service received 21,167

MATERIALS DONATIONS (value if purchased)



Year to date total = \$150,509 Items added to Library collections YTD = 7,691

Materials donations include holdings processed from transfer of Kansas DAR library collections.

SERVICE SNAPSHOT: Recent Raving Fans Stories

Circulation Library Assistant Megan Hale assisted a customer who struggles with both low vision and mobility issues. He had not used the library for some time because of these challenges, but decided to come back for another visit. Megan provided Raving Fans service for this customer by writing out instructions for how to access the Wichita E-Reads eBooks service in extra-large letters. She also helped him find the audio book collection, recommended titles to match his reading interests and then helped him to checkout three books, taking an extra moment to write the due date for the items in large, bold lettering on his receipt so that he was better able to read it.

Business Librarian John Cleary attended a SCORE event to discuss library resources relevant to members of the local chapter. While there, he was surprised with an award for his “outstanding support” of the SCORE Chapter 0143. Members told John how much they appreciated his work in both offering business workshops and his helpfulness in one on one sessions he schedules with SCORE clients for more in-depth training on business resources.

On December 20th, a longtime phone customer called to inquire about a song she heard on NPR at 5 AM that morning. She wanted to know more about the particular song she heard (title and artist information). Library Assistant Cassie Fahey did some research and continued to ask questions and learn more about the song the customer wanted to identify. They went through several albums, humming songs, until they determined it was the Andy Williams Christmas Album. The customer was given the phone number for Book-A-Holic so she could see about ordering a copy of the album. She called back later to thank Cassie, practically in tears, and said, “The library means so much to me. Thank you for caring. You made my Christmas.”

Evergreen Branch Library Assistant Samantha Rader helped a Spanish speaking customer with online job orientation forms. Initially, her children were helping her fill out the forms, but Samantha overheard them getting exasperated and no longer wanting to help their mom. Samantha found a tool to translate most of the page into Spanish, that way the customer would be able to view and read the checklist of items she needed to complete. Samantha was able to assist the customer with a few items on the checklist and the customer was able to complete the needed items. Samantha shared information about upcoming technology training classes to be offered in Spanish, explained the Book a Librarian service in case she needed help in the future, and made sure the customer received a copy of the Library’s calendar of events. The customer was very interested to learn about the other library programs offered, such as the Cuentos Bilingues bilingual story time.

On Dec. 27, Library Assistant Emma Marlow issued five new cards to customers who were specifically interested in checking out e-books through the Wichita E-Reads service. She walked them through all the steps of searching for a specific author or title, actually checking out an e-book, how to change the default checkout date to 21 days, and how to return items early. One customer said he was getting a Kindle for the holidays and wanted to be prepared with a new library card. Another couple was going on a trip and liked having access to lots of books without the weight of carrying around physical books. Another customer is reading a series and wanted access to e-books. She ended each transaction with “the Library is just a phone call away if you forget how to do something once you get home.” Everyone left very happy.

A customer called the Westlink Branch to reserve a meeting room for a Bible study group, and she also wanted to book the meeting room at the Rockwell Branch. Eva Caudill, Youth Services Librarian, called the Rockwell Branch to verify the meeting room was available, and helped the customer fill out the meeting room agreement form and confirmed payment for both meeting rooms. The customer was happy that she could take care of these reservations in one visit.

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
December 17, 2019.

The regular meeting of the Library Board of Directors was held on Tuesday, December 17, 2019 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Ms. Erinn Bock, Mr. Axel Chacon, Ms. Donna Douglas, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

President Kevin McWhorter called the meeting to order at 12:00 p.m., a quorum being present.

Staff Presentation

The Library Management Team shared proposed 2020 department goals. These are developed annually to help guide strategic operation of the Library by ensuring the progression of master plans and key initiatives in support of four service pillars.

Sarah Kittrell, Collection Development Manager, discussed the goals proposed to support a literate community. These include enhancing services for early literacy, school readiness, and the development of a community of readers and writers. Specific activities planned to further these aims include improving the 1000 Books before Kindergarten program, relocating and updating the short story dispensers, and sponsoring programs designed to increase community awareness of local authors.

Jeff Tate, Digital Services Manager, discussed goals proposed to ensure digital inclusion. These include refining public computing services to better align with needs of the community, matching technology training with customer needs, and partnering with the City Information Technology Department to support Smart City initiatives. Some activities planned include offering 3D printing for customers, reviewing the digital training curriculum for staff, and adding circulating hot spots.

TaDonne Neal arrived.

Julie Sherwood, Partnership & Community Engagement Manager, discussed goals to provide equitable access to information, including creating dialogue among a diverse community, offering programming in support of community milestones, encouraging the development of an informed community, and supporting workforce development and small business growth. Multiple programs are planned in 2020, including the continuation of Candid Conversations, programs on the history of baseball in Wichita, and celebratory events for the city's sesquicentennial and the centennial of women's suffrage.

Larry Vos, Learning Services Manager, discussed proposed reference activities such as continuing to work with WorkForce Alliance, conducting small job fairs, and continuing SCORE programs and hosting of 1 Million Cups events.

Kristi Dowell, Customer Services Manager, provided information on planned activities relating to implementation of the master plan for branch libraries, with emphasis on remodeling of the Evergreen facility and relocating the Linwood branch.

Tammy Penland, Support Services Manager, discussed planned administrative activities including completing the digitization of registration cards, completing the Children’s Learning Garden, reenergizing the volunteer program, and developing a succession and cross-training plan for supervisors.

Sean Jones, Communications Specialist, reviewed the department’s 2020 marketing plan, which includes improving wayfinding signage, implementing the City of Wichita’s new branding guidelines, and promoting library services and programs throughout the year.

Introductions

None

Approval of the Agenda

Chuck Schmidt moved (Neal) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on November 19, 2019 were presented. TaDonne Neal moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

On behalf of the Finance Committee, Chair Erinn Bock moved to approve the revenue report, 204 report of expenditures, and the report of bills for November 2019 in the following amounts: General Fund operating bills of \$1,036,212.42; Grant Fund Bills of \$23,515.79; and Gift & Memorial Fund bills of \$8,010.98 for a total of \$1,067,739.19. **Motion carried unanimously.**

On behalf of the Finance Committee, Chair Bock moved to endorse the Library Foundation spending policy as provided in board packets. **Motion carried unanimously.**

Jonathan Winkler moved (Douglas) to endorse the 2020 department goals as provided in board packets. **Motion carried unanimously.**

Finance Committee Report

Committee Chair Erin Bock stated that there was no further report.

Operations Committee Report

Committee Chair Jonathan Winkler reported that the committee did not meet.

Planning & Facilities Committee Report

Committee Chair Randall Johnston reported that the committee did not meet.

Public Affairs Committee Report

Committee Chair Lamont Anderson encouraged board members to visit the branches within their districts.

The committee wants to ensure that Mayor-elect Brandon Whipple understands and realizes the importance of the library as well as its programs and services.

On behalf of the Public Affairs Committee, Chair Lamont Anderson moved to send a letter signed by the Board President to Mayor-elect Whipple inviting him to attend a board meeting. **Motion carried unanimously.**

Special Committee Reports

Friends of the Library – Jeff Tate reported that the Friends of the Library would like to thank board members for their continuing support throughout the year.

Library Foundation – Kristi Oberg reported that \$79,000 was raised during the fourth quarter of 2019.

Wichita Genealogical Society (WGS) – Jim Byrum reported that the society is busy preparing for 2020. The January monthly meeting will feature a presentation on researching female ancestors. At the February meeting, a presentation will be given on the Kansas City Monarchs and African-American baseball. The March meeting will focus on the Wichita sesquicentennial.

Director of Libraries Report

Jeff Tate asked Board members for feedback on the new agenda format. Ms. Littlejohn commented that the new agenda was nicely organized. Mr. Anderson and Ms. Petersen stated they liked the new format. President McWhorter and Mr. Winkler said there may be an issue with finance business being split into two sections.

Sean Jones reported that the Advanced Learning Library has been selected for honorable mention as part of the *Library Journal's* "New Landmark Libraries" award, which celebrates library construction projects that demonstrate excellence. Out of a field of more than thirty contenders, six libraries were selected as winners with four others receiving honorable mention.

Announcements

None

Adjournment

The meeting was adjourned at 12:35 p.m.

The next regularly scheduled meeting will be January 21, 2020.

Respectfully submitted,

Cynthia Berner
Director of Libraries

DRAFT



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Proposed Changes to Policy CIR-007.1 Circulation of Materials
DATE: January 14, 2020

Background: During the adoption of the 2020 Library General Fund budget, additional money was added to support the expansion of digital collections. The proposed change to CIR-007.1 adds an additional format that will be added to the materials collection with these funds.

Analysis: In addition to downloadable e-books, Wichita library customers have expressed a great deal of interest in digital audiobooks. With the addition of the extra City funding, the Library will now be able to afford the addition of this new format for customer use.

The e-audiobook collection will be licensed through the Overdrive Company which is already used to provide the Wichita E-Reads e-book collection. Keeping all digital holdings with one company provides the greatest convenience for customers who use this access through the Library's website or the Libby mobile app. The first group of titles to be added to the collection will be purchased with always-available concurrent user licensing to ensure availability of titles as the collection is being developed.

The proposed change to CIR-007.1 Circulation of Materials adds e-audio to the item type description for digital materials.

Financial Considerations: The 2020 general fund adopted budget includes \$50,000 of additional funding for materials collections, intended to be used to grow digital collections.

Legal Considerations: None.

Recommendations/Actions: It is recommended that the Board approve the change to policy CIR-007.1 as proposed by staff.

CIR-007.1 CIRCULATION PARAMETERS

Item Type	Loan Period	Renewal Period	Charge Limit***	Fine / day	Max Fine	Default Cost
Big Book	28 days	28 days	150***	\$0.25	\$5.00	\$22.50
Blu-Ray	7 days	7 days	8 titles***	\$1.00	\$10.00	\$40.00
Board Book	28 days	28 days	150***	\$0.25	\$5.00	\$10.00
Book	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Book Set	42 days	None	20 titles***	\$0.25	\$5.00	\$13.00
Decorative Arts	None	None	None	\$0.00	\$0.00	\$100.00
DVD	7 days	7 days	150***	\$1.00	\$10.00	\$30.00
E-Books and E-Audio	7-21 days	None	5 titles	NA	NA	NA
Equipment	28 days	28 days	2 items	\$0.25	\$5.00	\$35.00
E-Resource	None	None	None	\$0.00	\$0.00	\$0.00
Globe	None	None	None	\$0.00	\$0.00	\$75.00
Graphic Novel	28 days	28 days	150***	\$0.25	\$5.00	\$25.00
Hi/Lo	56 days	56 days	150***	\$0.25	\$5.00	\$10.00
ILL	21 days	None	3 titles***	\$1.00	\$30.00*	\$75.00
Image	None	None	None	\$0.00	\$0.00	\$100.00
Laptop	3 hours	None	1 item	\$15.00**	\$500.00	\$500.00
Large Print	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Magazine	14 days	14 days	150***	\$0.25	\$5.00	\$5.00
Manuscript	None	None	None	\$0.00	\$0.00	\$100.00
Map	None	None	None	\$0.00	\$0.00	\$15.00
Microform	None	None	None	\$0.00	\$0.00	\$25.00
Music CD	28 days	28 days	150***	\$0.25	\$5.00	\$17.00
New Blu-Ray	7 days	7 days	4 titles	\$1.00	\$10.00	\$40.00
New DVD	7 days	7 days	8 titles***	\$1.00	\$10.00	\$30.00
New Music CD	14 days	14 days	8 titles***	\$0.25	\$5.00	\$17.00
Newspaper	None	None	None	\$0.00	\$0.00	\$1.00
Paperback	28 days	28 days	150***	\$0.25	\$5.00	\$8.00
Playaway	28 days	28 days	4 titles***	\$0.25	\$5.00	\$60.00
Playaway Launchpad	14 days	None	1 item	\$1.00	\$10.00	\$60.00
Reference Book	None	None	None	\$1.00	\$25.00	\$45.00
Spoken CD	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Vertical File	14 days	14 days	150***	\$0.25	\$5.00	\$5.00
VHS	7 days	7 days	150***	\$1.00	\$10.00	\$30.00

**Hourly fee.

***Some customer account types have more stringent loan limits.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Proposed Updates to REF-002 General Equipment Available for Customer Use
DATE: January 14, 2020

Background: Beginning in January 2020, the Advanced Learning Library will offer public 3D printing services. Changes to policy REF-002 provide guidelines for this service. Additional changes reflect corrections and clarifications relating to the relocation of the Central Library to the Advanced Learning Library.

Analysis: Before using the 3D printer, a customer must have a Library account in good standing and have completed a certification process for use of the equipment. Limits on the size of items being printed will ensure that print jobs may be completed in one half day or less. Weapons and/or objects that violate the Library's Customer Code of Conduct may not be printed.

Other proposed changes to the policy update language to reflect the addition of microform scanners to equipment that may be used by customers, correct an outdated reference to the location of the lighted tabletop magnifier, eliminate references to specific access points for hand held magnifiers and clarify that printing fees apply to copies made through wireless printing as well as from public computer workstations.

Financial Considerations: Customers will be assessed a \$0.20 per gram fee for the estimated cost of each print to provide cost recovery for printer filament and parts that must be replaced with use. With permission of the City Manager, a fund will be created within the Gift & Memorial account to track 3D printing revenue and expense.

Legal Considerations: The proposed changes have been approved as to form by the Law Department.

Recommendations/Actions: It is recommended that the Board approve changes to policy REF-002 as proposed by staff.

REF-002 General Equipment Available for Customer Use

The Library makes certain equipment available for customer use. Examples include, but are not limited to: typewriters, microfilm and microfiche readers, photocopiers and fax machines. Not all equipment may be available in every Library location. Unless otherwise noted, these machines are available on a first-come, first-serve basis.

Fax Machines

Staff mediated fax service is available in most locations at a fee of \$1.00 per page.

Microform Printers and Scanners

A \$0.25 fee will be charged for each page printed from the microfilm or microfiche printers.

Photocopiers

Self-service photocopiers are available in most locations. Single-sided copies are available at \$0.20 per copy. Double-sided copies are available at \$0.40 per copy. Single-sided color copies are available at \$1.00 per copy. Double-sided color copies are available at \$2.00 per copy.

Typewriters

While use of typewriters is free, customers may either provide their own paper or purchase paper at the nearest service desk (three sheets/\$0.10).

Magnifiers

A lighted tabletop magnifier is available in the *Burns Research Pavilion in the Advanced Learning Library Reference Section on the First Floor of the Central Library*. Hand held magnifiers are available *for in-library use, at many other public service desks and at branch libraries*.

Computer Printing

There is a \$0.10 per page charge for printouts made through public computing services.

3D Printer

Customers with a Library account in good standing, who have completed a Library certification process, may use the 3D printer at the Advanced Learning Library. 3D Printed objects will be limited to weights of 75 grams or less, and no print job may exceed three (3) hours. Customer may not 3D print weapons and/or objects that violate CUS-001, Customer Code of Conduct. Cost for printing an object is \$0.20 per gram and weight of the object is based on MakerBot Print software's weight estimate.

Failure to pick up 3D print jobs, keep the 3D printing area clear of debris, print inappropriate items, demonstrate lack of knowledge with 3D printer, or other misuse of the 3D printer may result in loss of 3D printing privileges.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Removal of Card in Good Standing Requirement for Public Computing
DATE: January 14, 2020

Background: The master plan for branch libraries encourages the Library Board of Directors to conduct research on policies that may create barriers to library access or, if revised, would enhance the likelihood that the service outcomes desired of each branch location would be achieved (Master Plan, page 11). A first opportunity for implementing such a change has been identified as part of the upcoming transition of the Evergreen Branch Library into the Evergreen Community Resource Center.

Analysis: Branch libraries and neighborhood service centers duplicate many community services, including public computing. At the Library, access to public computing requires an account in good standing. This helps the department to obtain data about use of computing services and encourages customers with outstanding fees on their accounts to clear those fees in order to make use of computers or Wi-Fi. Neighborhood Services facilities are funded in large part by Community Service Block Grants (CSBG). As a condition of use of these funds, entities are restricted from collecting many of the fees currently assessed by the Library.

Staff propose maintaining the requirement of a library account in order to access public computing but eliminating the requirement that the account be in good standing. This will allow the department to continue to obtain data about how public computers are being used while also eliminating the financial barrier to these services. Because the Polaris system establishes these policies at the system level rather than at individual branch locations, the change would be applicable at all Wichita Public Library locations.

Proposed changes to policy REF-003 Public Computer Workstations eliminate the requirement that a library account be in good standing in order to access public computing services. A copy of the policy with all proposed changes is attached.

Financial Considerations: Instead of paying fees so that they can access public computing, many customers have simply quit using library services. There are currently 11,795 customers blocked from computer usage because of outstanding fees of \$10 or more on their accounts. Eliminating the account in good standing requirement will have a minimal impact upon department generated revenue from fees but should increase the number of customers using the library. It is also possible that revenue from computing copying may increase.

Legal Considerations: The proposed changes have been approved as to form by the Law Department.

Recommendations/Actions: It is recommended that the Board approve changes to policy REF-003 as proposed by staff.

REF-003 PUBLIC ~~COMPUTER WORKSTATIONS~~ COMPUTING SERVICES

Use of public *computing services* ~~computer workstations~~ is open to all customers with a valid Wichita Public Library *account card*, in good standing. (See CIR-008 Circulation of Library Materials for definition.) Access to ~~Library computers or wireless service~~ requires that customers have a Library card. E-cards are available for ~~adult~~ customers who wish to only have access to computers, digital collections and electronic resources (See CIR-001 Customer Registration). ~~Minor E-cards are available to enable children to have access to computers, digital collections and electronic resources~~ without the potential financial obligations that can result from borrowing privileges of ~~Minor cards~~ (See CIR-001 Customer Registration). Parents and legal guardians may restrict minors from access to ~~Internet~~ *public computing* resources available through the Library by completing a Parental Restriction Form.

Files left on computer hard drives are deleted at the end of each customer session. Flash memory drives will be available ~~at the desk~~ for \$9.00 for customers who wish to save their files.

Customers may attach peripherals and storage devices to Library computers if no software insertion, special purpose browser plug-ins, or file storage on fixed disks is required.

There is a \$0.10 per page charge for any printouts made from any public computer workstation.

There is a \$1.00 charge for each same-day, one-hour advanced reservation for public computer workstations.

Customers may provide their own headphones/ear buds for audio use on PCs, or ear buds are available at service desks for a \$1.00 fee.

Customers may connect their personal computers to the Library network for wireless access, but not by network cable ~~unless renting a meeting room~~ (See REF-009 Meeting Room Facilities). Some facilities may have electrical outlets conveniently located for customers to use for portable computing devices, but customers should ask for assistance before plugging in any devices. The Library is not responsible for any harm or data loss caused by electrical power fluctuations.

Related Form

Parental Restriction Form

WICHITA PUBLIC LIBRARY

General Fund

Preliminary Revenue Analysis Through December 2019

	Revenue Revised 2019 Budget	Year to date Receipts	Budgeted to Date	End of year Projection	Year-end Surplus (Deficit)	Percent Received To Date (Goal = 100.00%)
7700 Library desk receipts (fines)	\$302,418.00	\$ 302,923.00	\$ 302,418.00	\$ -	\$ 505.00	100.17%
7701 Copy machine revenue	\$12,981.00	\$ 15,106.31	\$ 12,981.00	\$ -	\$ 2,125.31	116.37%
7703 Public computing	\$32,833.00	\$ 28,040.61	\$ 32,833.00	\$ -	\$ (4,792.39)	85.40%
9601 Meeting Rooms	\$32,001.00	\$ 33,251.81	\$ 32,001.00	\$ -	\$ 1,250.81	103.91%
9602 Rent/Lease-Office space	\$0.00	\$ -	\$ -	\$ -	\$ -	--
9810 Jury Duty	\$147.00	\$ 215.95	\$ -	\$ -	\$ 68.95	146.90%
9811 Reimbursements	\$0.00	\$ 3,417.00	\$ -	\$ -	\$ -	--
9819 Miscellaneous Revenue	\$250.00	\$ 250.00	\$ -	\$ -	\$ -	100.00%
9840 Cash over (short)	\$0.00	\$ 0.92	\$ -	\$ -	\$ (1.00)	--
9841 Kansas set-off program collections	\$80,689.00	\$ 102,918.79	\$ 80,689.00	\$ -	\$ 22,229.79	127.55%
TOTAL GENERAL FUND REVENUES	\$ 461,319.00	\$ 486,124.39	\$ 460,922.00	\$ -	\$ 21,386.47	105.38%

**Grant Fund Summary Report
Preliminary December 2019**

Grant	Beginning Balance 12/01/19	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 12/31/19
SCKLS 2019	\$ 159,819.79	\$ -	\$ 209.90	\$ 12,171.20	\$ 998.96	\$ 4,229.81	\$ 5,336.97	\$ 22,946.84	\$ -	\$ 136,872.95
State Aid 2019 *	\$ 3,510.47	\$ -	\$ -	\$ -	\$ 5,564.27	\$ -	\$ -	\$ 5,564.27	\$ (2,335.70)	\$ 281.90
Totals	\$ 163,330.26	\$ -	\$ 209.90	\$ 12,171.20	\$ 6,563.23	\$ 4,229.81	\$ 5,336.97	\$ 28,511.11	\$ (2,335.70)	\$ 137,154.85

*City Admin Charge \$281.90 to be encumbered in month 13



Report 204: Monthly and Year-to-Date Budgetary Expenditure Detail by Fund

PRELIMINARY FISCAL MONTH 12 FISCAL YEAR 2019

Department Range: 10 to 10

FUND: **100** General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
1,100	Bi-weekly wages	4,200,031.00	141,847.09	0.00	0.00	141,847.09	3,483,062.14	716,968.86	82.93%
1,101	Longevity	58,056.00	2,397.00	0.00	0.00	2,397.00	54,600.00	3,456.00	94.05%
1,104	Shift differential	4,055.00	170.00	0.00	0.00	170.00	3,815.63	239.37	94.10%
1,125	Paid leaves	0.00	20,958.87	0.00	0.00	20,958.87	575,934.10	(575,934.10)	N/A
1,190	Accrual	0.00	0.00	0.00	0.00	0.00	(22,813.99)	22,813.99	N/A
1,200	Part time/seasonal	934,904.00	31,673.12	0.00	0.00	31,673.12	793,641.68	141,262.32	84.89%
1,202	Bi-weekly wages WT drivers/maintenance	0.00	0.00	0.00	0.00	0.00	162.44	(162.44)	N/A
1,204	Clothing allowance	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00%
1,205	Auto allowance	2,400.00	224.51	0.00	0.00	224.51	6,015.83	(3,615.83)	250.66%
1,208	Cellular phone allowance	1,200.00	0.00	0.00	0.00	0.00	1,250.00	(50.00)	104.17%
1,230	Bonus Pay	0.00	0.00	0.00	0.00	0.00	8,951.64	(8,951.64)	N/A
1,300	Premium-Overtime	0.00	0.00	0.00	0.00	0.00	10,552.36	(10,552.36)	N/A
1,301	Straight	0.00	0.00	0.00	0.00	0.00	682.24	(682.24)	N/A
1,302	Court appearance	0.00	0.00	0.00	0.00	0.00	166.28	(166.28)	N/A
1,400	FICA	401,603.00	13,903.54	0.00	0.00	13,903.54	359,064.00	42,539.00	89.41%
1,401	Employee pension	539,351.00	19,476.45	0.00	0.00	19,476.45	485,928.45	53,422.55	90.10%
1,403	Workers compensation	52,048.00	1,969.32	0.00	0.00	1,969.32	49,040.95	3,007.05	94.22%
1,404	Unemployment compensation	5,263.00	186.68	0.00	0.00	186.68	4,655.53	607.47	88.46%
1,405	Group health insurance	868,371.00	38,446.37	0.00	0.00	38,446.37	872,374.43	(4,003.43)	100.46%
1,406	Group life insurance	17,080.00	269.62	0.00	0.00	269.62	6,495.86	10,584.14	38.03%
1,500	Planned savings	(143,313.00)	0.00	0.00	0.00	0.00	0.00	(143,313.00)	0.00%
OBJECT TOTAL	1 Personnel services	\$6,941,199.00	\$271,522.57	\$0.00	\$0.00	\$271,522.57	\$6,693,579.57	\$247,619.43	96.43%
2,100	Electricity	261,840.00	20,538.51	0.00	0.00	20,538.51	281,177.44	(19,337.44)	107.39%
2,101	Gas-ONEOK Kansas Gas Service	9,350.00	2,451.28	0.00	0.00	2,451.28	35,550.90	(26,200.90)	380.22%
2,102	Gas-Black Hills	6,170.00	665.18	0.00	0.00	665.18	4,547.20	1,622.80	73.70%
2,104	Water	18,718.00	0.00	0.00	0.00	0.00	4,275.20	14,442.80	22.84%
2,107	Trash service	4,200.00	478.00	0.00	0.00	478.00	5,036.35	(836.35)	119.91%
2,199	Utilities-Other	60,460.00	0.00	0.00	0.00	0.00	0.00	60,460.00	0.00%
2,200	PBX - line charges	11,058.00	1,149.50	0.00	0.00	1,149.50	12,910.50	(1,852.50)	116.75%



Report 204: Monthly and Year-to-Date Budgetary Expenditure Detail by Fund

PRELIMINARY FISCAL MONTH 12 FISCAL YEAR 2019

Department Range: 10 to 10

FUND: **100** General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
2,201	PBX - instrument charges	17,460.00	1,833.75	0.00	0.00	1,833.75	20,656.25	(3,196.25)	118.31%
2,202	Moves and changes	100.00	0.00	0.00	0.00	0.00	(356.77)	456.77	-356.77%
2,203	Long distance service	900.00	19.55	0.00	0.00	19.55	806.49	93.51	89.61%
2,204	Local services	13,500.00	0.00	0.00	0.00	0.00	496.03	13,003.97	3.67%
2,207	Postage - regular	0.00	0.00	0.00	0.00	0.00	168.82	(168.82)	N/A
2,210	Shipping and freight	(440.00)	0.00	0.00	0.00	0.00	0.00	(440.00)	0.00%
2,211	Express mail	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
2,214	Air cards - mobile	0.00	0.00	0.00	0.00	0.00	1,264.17	(1,264.17)	N/A
2,215	Plexar	8,136.00	1,098.00	0.00	0.00	1,098.00	8,122.00	14.00	99.83%
2,216	Voice mail	1,512.00	126.00	0.00	0.00	126.00	1,512.00	0.00	100.00%
2,218	Automatic Call Distribution	0.00	23.75	0.00	0.00	23.75	166.25	(166.25)	N/A
2,299	Other-Communications	(8,120.00)	0.00	0.00	0.00	0.00	1,050.00	(9,170.00)	-12.93%
2,301	Meals and lodging allowance	2,540.00	0.00	0.00	0.00	0.00	2,273.88	266.12	89.52%
2,302	Out of town registration fees	670.00	0.00	0.00	0.00	0.00	(525.00)	1,195.00	-78.36%
2,303	In town registration fees	0.00	0.00	0.00	0.00	0.00	900.00	(900.00)	N/A
2,308	Transportation - out of town	1,905.00	0.00	0.00	0.00	0.00	625.99	1,279.01	32.86%
2,399	Other training/transportation	(2,500.00)	0.00	0.00	0.00	0.00	0.00	(2,500.00)	0.00%
2,400	Building and contents insurance	126,447.00	31,611.75	0.00	0.00	31,611.75	126,447.00	0.00	100.00%
2,401	Vehicle liability	870.00	217.50	0.00	0.00	217.50	870.00	0.00	100.00%
2,501	Pre-employment expenses	0.00	0.00	0.00	0.00	0.00	635.00	(635.00)	N/A
2,502	Medical and laboratory services	0.00	0.00	0.00	0.00	0.00	322.00	(322.00)	N/A
2,505	Contractors	0.00	0.00	0.00	0.00	0.00	530.00	(530.00)	N/A
2,519	Background checks	3,140.00	84.10	0.00	0.00	84.10	3,865.40	(725.40)	123.10%
2,543	Bank charges	5,000.00	529.59	0.00	0.00	529.59	7,739.88	(2,739.88)	154.80%
2,599	Other professional services	37,970.00	2,837.40	0.00	0.00	2,837.40	29,054.70	8,915.30	76.52%
2,600	Data center charges	841,620.00	0.00	0.00	0.00	0.00	841,620.00	0.00	100.00%
2,601	Maintenance - data equipment	133,852.00	0.00	0.00	0.00	0.00	160,909.78	(27,057.78)	120.21%
2,699	Other data processing charges	7,080.00	0.00	0.00	0.00	0.00	0.00	7,080.00	0.00%
2,700	Motor pool - scheduled charges	3,720.00	310.00	0.00	0.00	310.00	3,720.00	0.00	100.00%



Report 204: Monthly and Year-to-Date Budgetary Expenditure Detail by Fund

PRELIMINARY FISCAL MONTH 12 FISCAL YEAR 2019

Department Range: 10 to 10

FUND: **100** General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
2,703	Maintenance - equipment	5,421.00	0.00	0.00	0.00	0.00	1,890.00	3,531.00	34.86%
2,708	Uniform rental service	2,925.00	107.26	0.00	0.00	107.26	1,361.10	1,563.90	46.53%
2,804	Pest control services	13,000.00	4,188.00	0.00	0.00	4,188.00	15,061.00	(2,061.00)	115.85%
2,805	Janitorial services	55,032.00	5,165.48	0.00	0.00	5,165.48	51,467.97	3,564.03	93.52%
2,806	Security/Fire services	0.00	0.00	0.00	0.00	0.00	359.28	(359.28)	N/A
2,899	Other building/grounds charges	13,630.00	0.00	0.00	0.00	0.00	0.00	13,630.00	0.00%
2,902	Advertising	0.00	0.00	0.00	0.00	0.00	67.20	(67.20)	N/A
2,906	Membership dues	3,195.00	0.00	0.00	0.00	0.00	499.00	2,696.00	15.62%
2,917	Printing and copying	23,472.00	0.00	0.00	0.00	0.00	24,330.20	(858.20)	103.66%
2,999	Other contractuels	77,583.00	11,296.60	0.00	0.00	11,296.60	98,626.69	(21,043.69)	127.12%
OBJECT TOTAL	2 Contractual services	\$1,765,416.00	\$84,731.20	\$0.00	\$0.00	\$84,731.20	\$1,750,033.90	\$15,382.10	99.13%
3,101	Computer/printer supplies	900.00	0.00	0.00	0.00	0.00	841.56	58.44	93.51%
3,103	Office supplies	27,525.00	2,447.33	0.00	0.00	2,447.33	24,341.18	3,183.82	88.43%
3,199	Other office supplies	21,050.00	338.32	0.00	0.00	338.32	16,071.42	4,978.58	76.35%
3,405	Fuel	2,600.00	0.00	0.00	0.00	0.00	2,521.99	78.01	97.00%
3,499	Other equipment parts	450.00	0.00	0.00	0.00	0.00	131.34	318.66	29.19%
3,803	Lab equipment < \$5,000 each	0.00	0.00	0.00	0.00	0.00	2,114.00	(2,114.00)	N/A
3,804	Data processing equipment < \$5,000 each	9,665.00	0.00	0.00	0.00	0.00	0.00	9,665.00	0.00%
3,805	Furniture & equipment <\$5000 each	9,990.00	1,327.28	0.00	0.00	1,327.28	8,169.95	1,820.05	81.78%
3,811	Library materials < \$5,000 each	677,530.00	89,926.20	793.77	0.00	90,719.97	678,141.38	(611.38)	100.09%
3,901	Custodial supplies	6,000.00	77.97	0.00	0.00	77.97	528.96	5,471.04	8.82%
3,903	Food supplies	0.00	0.00	0.00	0.00	0.00	1,059.09	(1,059.09)	N/A
3,990	Purchasing Card Clearing	0.00	(86,921.21)	0.00	0.00	(86,921.21)	0.00	0.00	N/A
3,999	Other commodities	0.00	0.00	0.00	0.00	0.00	190.68	(190.68)	N/A
OBJECT TOTAL	3 Materials and supplies	\$755,710.00	\$7,195.89	\$793.77	\$0.00	\$7,989.66	\$734,111.55	\$21,598.45	97.14%
FUND TOTAL	100 General Fund	\$9,462,325.00	\$363,449.66	\$793.77	\$0.00	\$364,243.43	\$9,177,725.02	\$284,599.98	



Report 204: Monthly and Year-to-Date Budgetary Expenditure Detail by Fund

PRELIMINARY FISCAL MONTH 12 FISCAL YEAR 2019

Department Range: 10 to 10

FUND: 100 General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
GRAND TOTAL		\$9,462,325.00	\$363,449.66	\$793.77	\$0.00	\$364,243.43	\$9,177,725.02	\$284,599.98	

PRELIMINARY DECEMBER 2019
Wichita Public Library General Fund Bills

OCA: 101014 TO 101014

1 Personnel services

	110 Regular salaries	
	1,100 Bi-weekly wages	
	Payroll, 20191213	141,847.09
Total	1,100 Bi-weekly wages	141,847.09
	1,101 Longevity	
	Payroll, 20191213	2,397.00
Total	1,101 Longevity	2,397.00
	1,104 Shift differential	
	Payroll, 20191213	170.00
Total	1,104 Shift differential	170.00
	1,125 Paid leaves	
	Payroll, 20191213	20,958.87
Total	1,125 Paid leaves	20,958.87
Total	110 Regular salaries	165,372.96
	120 Special salaries	
	1,200 Part time/seasonal	
	Payroll, 20191213	31,673.12
Total	1,200 Part time/seasonal	31,673.12
	1,205 Auto allowance	
	Payroll, 20191213	224.51
Total	1,205 Auto allowance	224.51
Total	120 Special salaries	31,897.63
	140 Employee benefits	
	1,400 FICA	
	Payroll, 20191213	13,903.54
Total	1,400 FICA	13,903.54
	1,401 Employee pension	
	Payroll, 20191213	19,476.45
Total	1,401 Employee pension	19,476.45
	1,403 Workers compensation	
	Payroll, 20191213	1,969.32
Total	1,403 Workers compensation	1,969.32
	1,404 Unemployment compensation	
	Payroll, 20191213	186.68
Total	1,404 Unemployment compensation	186.68
	1,405 Group health insurance	
	Payroll, 20191213	38,446.37
Total	1,405 Group health insurance	38,446.37
	1,406 Group life insurance	
	Payroll, 20191213	269.62
Total	1,406 Group life insurance	269.62
Total	140 Employee benefits	74,251.98
Total	1 Personnel services	271,522.57

PRELIMINARY DECEMBER 2019
Wichita Public Library General Fund Bills

OCA: 101014 TO 101014

2 Contractual services

	210	Utilities	
	2,100	Electricity	
		EVERGY KANSAS CENTRAL - EDI	8,866.43
		EVERGY KANSAS CENTRAL INC	11,672.08
Total	2,100	Electricity	20,538.51
	2,101	Gas-ONEOK Kansas Gas Service	
		CENTERPOINT ENERGY SERVICES INC	891.68
		ONE GAS INC	1,559.60
Total	2,101	Gas-ONEOK Kansas Gas Service	2,451.28
	2,102	Gas-Black Hills	
		BLACK HILLS UTILITY HOLDING INC	665.18
Total	2,102	Gas-Black Hills	665.18
	2,107	Trash service	
		WASTE CONNECTIONS OF KANSAS INC	28.00
		WASTE CONNECTIONS OF KANSAS INC - EDI	450.00
Total	2,107	Trash service	478.00
Total	210	Utilities	24,132.97
	220	Communications	
	2,200	PBX - line charges	
		City of Wichita	1,149.50
Total	2,200	PBX - line charges	1,149.50
	2,201	PBX - instrument charges	
		City of Wichita	1,833.75
Total	2,201	PBX - instrument charges	1,833.75
	2,203	Long distance service	
		City of Wichita	19.55
Total	2,203	Long distance service	19.55
	2,215	Plexar	
		City of Wichita	1,098.00
Total	2,215	Plexar	1,098.00
	2,216	Voice mail	
		City of Wichita	126.00
Total	2,216	Voice mail	126.00
	2,218	Automatic Call Distribution	
		City of Wichita	23.75
Total	2,218	Automatic Call Distribution	23.75
Total	220	Communications	4,250.55
	240	Insurance	
	2,400	Building and contents insurance	
		City of Wichita	31,611.75
Total	2,400	Building and contents insurance	31,611.75
	2,401	Vehicle liability	
		City of Wichita	217.50
Total	2,401	Vehicle liability	217.50
Total	240	Insurance	31,829.25
	250	Professional services	

PRELIMINARY DECEMBER 2019
Wichita Public Library General Fund Bills

OCA: 101014 TO 101014

	2,519	Background checks		
		HIRERIGHT LLC	84.10	
Total	2,519	Background checks		84.10

	2,543	Bank charges		
		City of Wichita	529.59	
Total	2,543	Bank charges		529.59

	2,599	Other professional services		
		SIGN LANGUAGE INTERPRETING SERVICES	285.50	
		UNIQUE MANAGEMENT SERVICES INC	2,551.90	
Total	2,599	Other professional services		2,837.40

Total	250	Professional services		3,451.09
--------------	------------	------------------------------	--	-----------------

	270	Equipment charges		
	2,700	Motor pool - scheduled charges		
		City of Wichita	310.00	
Total	2,700	Motor pool - scheduled charges		310.00

	2,708	Uniform rental service		
		ARAMARK UNIFORM & CAREER APPAREL GRP INC	107.26	
Total	2,708	Uniform rental service		107.26

Total	270	Equipment charges		417.26
--------------	------------	--------------------------	--	---------------

	280	Buildings and grounds charges		
	2,804	Pest control services		
		City of Wichita	4,188.00	
Total	2,804	Pest control services		4,188.00

	2,805	Janitorial services		
		STEPHENS INDUSTRIES INC	5,165.48	
Total	2,805	Janitorial services		5,165.48

Total	280	Buildings and grounds charges		9,353.48
--------------	------------	--------------------------------------	--	-----------------

	290	Other contractals		
	2,999	Other contractals		
		ARAMARK UNIFORM & CAREER APPAREL GRP INC	42.30	
		City of Wichita	11,244.30	
		UNDERGROUND VAULTS & STORAGE INC	10.00	
Total	2,999	Other contractals		11,296.60

Total	290	Other contractals		11,296.60
--------------	------------	--------------------------	--	------------------

Total	2	Contractual services		84,731.20
--------------	----------	-----------------------------	--	------------------

PRELIMINARY DECEMBER 2019
Wichita Public Library General Fund Bills

OCA: 101014 TO 101014

3 Materials and supplies

310 Office supplies

3,103 Office supplies

City of Wichita

2,447.33

Total	3,103	Office supplies	2,447.33
--------------	-------	-----------------	----------

3,199 Other office supplies

City of Wichita

338.32

Total	3,199	Other office supplies	338.32
--------------	-------	-----------------------	--------

Total	310	Office supplies	2,785.65
--------------	-----	-----------------	----------

380 Non-capitalizable equipment < \$5000 each

3,805 Furniture & equipment <\$5000 each

ENCOMPAS CORPORATION

1,327.28

Total	3,805	Furniture & equipment <\$5000 each	1,327.28
--------------	-------	------------------------------------	----------

3,811 Library materials < \$5,000 each

City of Wichita

89,926.20

Total	3,811	Library materials < \$5,000 each	89,926.20
--------------	-------	----------------------------------	-----------

Total	380	Non-capitalizable equipment < \$5000 each	91,253.48
--------------	-----	---	-----------

390 Other commodities

3,901 Custodial supplies

City of Wichita

77.97

Total	3,901	Custodial supplies	77.97
--------------	-------	--------------------	-------

3,990 Purchasing Card Clearing

City of Wichita

-86,921.21

Total	3,990	Purchasing Card Clearing	-86,921.21
--------------	-------	--------------------------	------------

Total	390	Other commodities	-86,843.24
--------------	-----	-------------------	------------

Total	3 Materials and supplies		7,195.89
--------------	---------------------------------	--	-----------------

Grand Total

363,449.66

Preliminary December 2019 Library Grant Bills

Grant 810904 Library-State Grants-In-Aid 2019

3	Materials and supplies	
	380 Non-capitalizable equipment < \$5000 each	
	3,805 Furniture & equipment <\$5000 each	
	City of Wichita	78.03
	DANIKSCO BUSINESS SOLUTIONS LLC	281.60
	DANIKSCO OFFICE INTERIORS	5,204.64

Total	3,805 Furniture & equipment <\$5000 each	5,564.27
-------	--	----------

Total	380 Non-capitalizable equipment < \$5000 each	5,564.27
-------	---	----------

Total	3 Materials and supplies	5,564.27
-------	--------------------------	----------

Total 810904 Library-State Grants-In-Aid 2019 5,564.27

Preliminary December 2019 Library Grant Bills

Grant	810905	South Central Kansas Library System 2019
--------------	---------------	---

1 Personnel services

120 Special salaries
 1,200 Part time/seasonal
 Payroll, 20191213 193.33

Total	1,200 Part time/seasonal	193.33
-------	--------------------------	--------

Total	120 Special salaries	193.33
-------	----------------------	--------

140 Employee benefits
 1,400 FICA
 Payroll, 20191213 14.82

Total	1,400 FICA	14.82
-------	------------	-------

1,403 Workers compensation
 Payroll, 20191213 1.56

Total	1,403 Workers compensation	1.56
-------	----------------------------	------

1,404 Unemployment compensation
 Payroll, 20191213 0.19

Total	1,404 Unemployment compensation	0.19
-------	---------------------------------	------

Total	140 Employee benefits	16.57
-------	-----------------------	-------

Total	1 Personnel services	209.90
-------	----------------------	--------

2 Contractual services

220 Communications
 2,217 Internet Service
 COX COMMUNICATIONS 9,999.75

Total	2,217 Internet Service	9,999.75
-------	------------------------	----------

Total	220 Communications	9,999.75
-------	--------------------	----------

230 Transportation and training
 2,301 Meals and lodging allowance
 City of Wichita 118.25

Total	2,301 Meals and lodging allowance	118.25
-------	-----------------------------------	--------

2,302 Out of town registration fees
 City of Wichita 1,270.00
 SOUTH CENTRAL KANSAS LIBRARY SYSTEM 20.00

Total	2,302 Out of town registration fees	1,290.00
-------	-------------------------------------	----------

2,308 Transportation - out of town
 CAITLIN MCHUGH 350.00

Total	2,308 Transportation - out of town	350.00
-------	------------------------------------	--------

Total	230 Transportation and training	1,758.25
-------	---------------------------------	----------

290 Other contractals
 2,917 Printing and copying
 City of Wichita 323.20
 COPY EXPRESS INC 90.00

Total	2,917 Printing and copying	413.20
-------	----------------------------	--------

Total	290 Other contractals	413.20
-------	-----------------------	--------

Total	2 Contractual services	12,171.20
-------	------------------------	-----------

Preliminary December 2019 Library Grant Bills

3 Materials and supplies

310 Office supplies

3,103 Office supplies

City of Wichita

2,179.00

Total	3,103	Office supplies	2,179.00
--------------	-------	-----------------	----------

3,199 Other office supplies

City of Wichita

2,050.81

Total	3,199	Other office supplies	2,050.81
--------------	-------	-----------------------	----------

Total	310	Office supplies	4,229.81
--------------	-----	-----------------	----------

380 Non-capitalizable equipment < \$5000 each

3,805 Furniture & equipment <\$5000 each

City of Wichita

2,198.97

Total	3,805	Furniture & equipment <\$5000 each	2,198.97
--------------	-------	------------------------------------	----------

3,811 Library materials < \$5,000 each

City of Wichita

998.96

Total	3,811	Library materials < \$5,000 each	998.96
--------------	-------	----------------------------------	--------

Total	380	Non-capitalizable equipment < \$5000 each	3,197.93
--------------	-----	---	----------

390 Other commodities

3,999 Other commodities

JOHN A MARSHALL COMPANY

550.00

VERVIA INC

2,588.00

Total	3,999	Other commodities	3,138.00
--------------	-------	-------------------	----------

Total	390	Other commodities	3,138.00
--------------	-----	-------------------	----------

Total	3	Materials and supplies	10,565.74
--------------	---	------------------------	-----------

Total	810905	South Central Kansas Library System 2019	22,946.84
--------------	---------------	---	------------------

Preliminary December 2019
Library
Grant Bills

All Grants Total

28,511.11

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$1,658.02
CD Redeemed	\$75,000.00
Friends of the Library (Monthly Donation)	\$1,327.00
Local History Photo Payments from Customers	\$10.00
Memorial Donations	\$161.00
Staff Honorariums	\$25.00
<hr/>	
TOTAL RECEIPTS	\$78,181.02

EXPENDITURES

Butler Community College (Staff Training)	\$ 750.00
CDs Purchased	\$ 200,000.00
Commerce Bank/Amazon.com (Tech Closet Surge Protector)	\$ 43.99
Commerce Bank/Amazon.com (Memorials)*	\$ 17.42
Commerce Bank/WichitaTix (Arts Council Awards)	\$ 156.00
Conference Technologies, Inc (Alford/Rockwell/Westlink Meeting Room Tech Updates)	\$ 24,369.35
Hobby Lobby (Program Purchases)	\$ 7.96
Ingram Library Services (Memorials)*	\$ 87.99
Kroger (Program Supplies/Raving Fans Department Celebration)	\$ 143.83
Reverie (Hebert Retirement Refreshments)	\$ 297.00
<hr/>	
TOTAL EXPENDITURES	\$225,873.54

*Reimbursed expenses

Ms. Berner:

You are hereby authorized to issue checks to the foregoing payees in the amounts indicated.

_____ President _____ Treasurer

**Gift and Memorials Account
Report of Activity (July - December 2019)**

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
GENERAL LEDGER STARTING BALANCE			<u>\$132,815.19</u>
130 - Local History Fund			<u>\$5,850.90</u>
Receipts:			
Jeff Rossell		\$10.00	
Ending Balance:			<u>\$5,860.90</u>
150 - Technology Fund			<u>\$29,384.64</u>
Receipts:			
CD Sold		\$227,000.00	
City of Wichita (Senior Wed/Domain Reg reimbursement)		\$345.70	
Expenditures:			
CDs Purchased	(127,000.00)		
Commerce Bank/Doteasy(Senior Wednesday Website Hosting/Domain Registration)	(349.16)		
City of Wichita (Chromebooks/ Laptops for Branches)	(16,058.86)		
Commerce Bank/Amazon (Wish List/Surface Tablet Docks/Tech Closet Surge Protector)	(1,190.87)		
Conference Technologies, Inc (Westlink/Rockwell/Alford)	(24,369.35)		
Ending Balance:			<u>\$87,762.10</u>
160 - SCKLS Facilities Improvement Fund			<u>\$9,657.81</u>
Receipts:			
CD Redeemed		\$127,000.00	
City of Wichita (Transfer of SCKLS Funds)		\$154,349.86	
Expenditures:			
CD Purchased	(200,000.00)		
Kansas Contract Design (Angelou Meeting Room Furniture)	(15,360.98)		
Ending Balance:			<u>\$75,646.69</u>
210 - Staff Association Fund			<u>\$986.96</u>
Receipts:			
Premier Food Service		\$230.68	

**Gift and Memorials Account
Report of Activity (July - December 2019)**

United Way Fundraiser	\$95.04	
Expenditures:		
Kroger (United Way Fundraiser)	(95.04)	
Reverie Roasters (Roll/Hebert Retirement)	(580.80)	
Ending Balance:		\$636.84
220 - Employee Training		\$2,277.99
Receipts:		
Transfer from 330	\$3,000.00	
Transfer from 340	\$3,000.00	
Expenditures:		
Butler Community College (Advance Kansas Class XII)	(750.00)	
Michelle Enke (Travel Reimbursement)	(1,646.00)	
Ending Balance:		\$5,881.99
230 - Social Events and Recognition Team		\$921.59
Receipts:		
Staff Honorariums for Book Reviews	\$60.00	
Expenditures:		
Kroger (Alford/Linwood Staff Thank You Lunch)	(56.41)	
Ending Balance:		\$925.18
240 - Staff Flower Fund		\$649.91
Receipts:		
Staff Donations	\$35.00	
Expenditures:		
Kroger (Plant - Family Death/Balloons - Employee Illness)	(75.72)	
Ending Balance:		\$609.19
320 - WGS		\$226.43
Ending Balance:		\$226.43
330 - Friends of the Library		\$66,080.13
Receipts:		
Friends of the Library - Monthly Bookstore Proceed Distributions	\$9,777.00	
Friends of the Library (Domain Renewal Reimbursement)	\$28.32	
Expenditures:		
Amazon/NameCheap (Friends Domain Registration)	(28.32)	

**Gift and Memorials Account
Report of Activity (July - December 2019)**

Commerce Bank/WichitaTix (Art Awards Tickets - Board and Capital Campaign)	(912.00)	
Copy Express (Kansas Reads to Preschoolers/1000 Books Coupons)	(36.79)	
Hobby Lobby (Programming)	(62.78)	
Kroger (Programming Purchases/Raving Fans)	(143.83)	
QuikPrint (Kansas Reads to Preschoolers/Library Logo Notecards)	(789.80)	
Reverie Roasters (ALL Tour)	(93.28)	
Scholastic (Kansas Reads to Preschoolers)	(874.20)	
Transfer to 220	(3,000.00)	
WALA (Legislative Luncheon)	(245.00)	
Watermark Books (Big Read)	(608.54)	
WPC Membership (Sean Jones)	(154.00)	
Ending Balance:		\$68,936.91

330.1 Big Read (Friends)		\$1,017.52
Ending Balance:		\$1,017.52

340 - Miscellaneous Fund		\$114,272.89
Receipts: (Transfers)		
Baird (Interest)		\$7,618.47
Baird (Dividends)		\$81.06
CD Redeemed		\$52,000.00
Expenditures:		
CD Purchased	(100,000.00)	
Transfer to 220	(3,000.00)	
Ending Balance:		\$70,972.42

355- FOL Holds		\$5,450.63
Receipts:		
Friends of the Library - Membership Proceeds		\$2,350.00
Expenditures:		
Ingram Library Services	(1,446.53)	
Ending Balance:		\$6,354.10

412 - Outreach		\$264.55
Receipts:		
SCKLS (Summer Reading Grant)		\$100.00
Ending Balance:		\$364.55

417 - Wulfmeyer Special Collections		\$177.75
--	--	-----------------

**Gift and Memorials Account
Report of Activity (July - December 2019)**

Ending Balance: **\$177.75**

420 - E-Books Grant **\$3,002.98**

Receipts:

Transfer from 421 \$1.01

Transfer from 422 \$0.04

Ending Balance: **\$3,004.03**

421 - Audiobooks **\$1.01**

Expenditures:

Transfer to 420 (1.01)

Ending Balance: **\$0.00**

422 - Gates ebooks **\$0.04**

Expenditures:

Transfer to 420 (0.04)

Ending Balance: **\$0.00**

423 - Senior Expo Partnership **\$0.00**

Receipts:

Senior Expo \$500.00

\$500.00

Memorials (500; 502-535) **\$2,591.46**

Receipts:

Miscellaneous Donors \$351.61

Expenditures:

Commerce Bank/Amazon.com (54.41)

Ingram (449.82)

OverDrive (599.98)

Transfer to Foundation (770.00)

Ending Balance: **\$1,068.86**

<u>Project Summaries Starting & Ending</u>	<u>July 1 2019</u>	<u>December 31 2019</u>
Local History Fund (130)	\$5,850.90	\$5,860.90
Technology Fund (150)	\$29,384.64	\$87,762.10
SCKLS Facilities Improvement Fund (160)	\$9,657.81	\$75,646.69
Staff Association Fund (210)	\$986.96	\$636.84
Employee Training (220)	\$2,277.99	\$5,881.99
Social Events and Recognition Team (230)	\$921.59	\$925.18
Staff Flower Fund (240)	\$649.91	\$609.19
WGS (320)	\$226.43	\$226.43
Friends of the Library (330)	\$66,080.13	\$68,936.91

**Gift and Memorials Account
Report of Activity (July - December 2019)**

Big Read (Friends) (330.1)	\$1,017.52	\$1,017.52
Miscellaneous (340)	\$114,272.89	\$70,972.42
FOL Holds (355)	\$5,450.63	\$6,354.10
Outreach (412)	\$264.55	\$364.55
Wulfmeyer Special Collections (417)	\$177.75	\$177.75
E-Books Grant (420)	\$3,002.98	\$3,004.03
Audio Books (421)	\$1.01	\$0.00
Gates ebooks (422)	\$0.04	\$0.00
Senior Expo Partnership (423)	\$0.00	\$500.00
Memorials (500; 502-506)	\$2,591.46	\$1,068.86
	\$242,815.19	\$329,945.46
 (Certificates of Deposit Transfer - Fall 2011)	 (\$110,000.00)	 (\$110,000.00)
 <u>MONEY MARKET LEDGER BALANCE</u>	 <u>132,815.19</u>	 <u>\$219,945.46</u>

<u>CERTIFICATES OF DEPOSIT</u>	<u>Invested Amount</u>	<u>Coupon Rate</u>	<u>Market Value</u> <u>(12/31/2019)</u>
Comenity Capital Bank Salt Lake City UT Matures 2/28/20	\$52,000.00	2.55%	\$52,072.33
Bank of Hope Los Angeles CA Matures 3/16/20	\$52,000.00	2.60%	\$52,092.87
Comenity Bank New York Matures 5/8/20	\$100,000.00	2.45%	\$100,000.00
Customers Bank Phoenixville PA Matures 5/20/20	\$100,000.00	1.70%	\$100,000.00
Texas Capital Bank Dallas TX Matures 7/13/20	\$100,000.00	1.70%	\$100,000.00
UBS Bank USA Salt Lake City UT Matures 8/28/20	\$52,000.00	2.80%	\$52,368.21
JPMorgan Chase Columbus OH Matures 11/28/20	\$75,000.00	1.80%	\$74,956.57
<u>SECURITIES MARKET VALUE</u>	<u>531,000.00</u>		<u>\$531,489.98</u>
 <u>TOTAL ACCOUNT BALANCE</u>			 <u>\$751,435.44</u>

SEMI-ANNUAL REPORT OF STAFF TRAVEL
July – December 2019

Name	Job Title	Date(s)	Place	Purpose	Cost	Funding Source
Noelle Barrick	Library Assistant	8/21	Hutchinson KS	Using Images on and Off the Web	57.42	General Fund
		9/17-20	Boston MA	P2PU Gathering	Reimbursed	P2PU Grant
Sara Dixon	Senior Librarian	9/17-20	Boston MA	P2PU Gathering	Reimbursed	P2PU Grant
Sean Jones	Communications Specialist	11/12-14	St Louis MO	Library Marketing Conference	1211.59	SCKLS 19
Katie Menon	Librarian	7/19	South Hutchinson	SCKLS Executive Committee Mtg	Reimbursed	Pd by SCKLS
		8/16	Clearwater	SCKLS Executive Committee Mtg	Reimbursed	Pd by SCKLS
		9/20	South Hutchinson	SCKLS Executive Committee Mtg	Reimbursed	Pd by SCKLS
		12/15	South Hutchinson	SCKLS Executive Committee Mtg	Reimbursed	Pd by SCKLS
Caitlin McHugh	Interviewee	12/5	From Madison WI	Teen Librarian Position	468.25	General Fund

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Finance Committee Agenda

Tuesday, January 21, 2019, 11:30 a.m.

2nd Floor Collaboration Room #206 (Red)

Advanced Learning Library – 711 W 2nd Street, Wichita, KS 67203

1. Call to Order

2. Approval of December Meeting Minutes

3. Review of PRELIMINARY December Bills and Finance Reports

- Revenue Report
- Grant Fund Summary Report
- 204 Report of Expenditures

General Fund Bills	\$363,449.66
Grant Fund Bills	28,511.11
Gift & Memorial Fund Bills	225,873.54
Total	\$617,834.31

Proposed Motion: Recommend approval of the bills and finance reports as included in Board packets

4. Semi-Annual Gift & Memorial Funds Accounting

As directed by the Board, staff prepares and distributes a semi-annual report of receipts and expenditures from the Wichita Public Library Foundation checking account overseen by the Director of Libraries. The report for July – December 2019 is included in board packets.

Proposed Motion: Recommend that the Board receive and file the report

5. Semi-Annual Report of Staff Travel

As directed by the Board, staff prepares and distributes a semi-annual report of receipts and expenditures from the Wichita Public Library Foundation checking account overseen by the Director of Libraries. The report for July – December 2019 is included in packets.

Proposed Motion: Recommend that the Board receive and file the report

6. End of Year Projections

Staff will provide an update on projections for the final 2019 General Fund budget balance. This is an informational item only with no action required.

7. 2020-2022 Budget Process

Staff will provide an update on the plans for the 2020-2022 budget and how the newly implemented City finance system will change the revision, creation and adoption processes. This is an informational item only with no action required.

8. Adjournment

Wichita Public Library Board of Directors
Finance Committee Meeting
December 17, 2019

Present: Board members Erinn Bock, Chuck Schmidt, and Kevin McWhorter; Staff member Tammy Penland

Erinn Brock called the meeting to order at 11:34 a.m.

Kevin McWhorter (Bock) moved to recommend approval of the November minutes. There was no additional discussion. The motion carried.

Bock (McWhorter) moved to recommend approval of the November bills and finance reports. There was no additional discussion. The motion carried.

Chuck Schmidt arrived 11:37 a.m.

Bock (McWhorter) moved to recommend endorsement of changes to the spending policy as included in Board packets. There was no additional discussion. The motion carried.

Ms. Penland reported that at the City Council Meeting today the Finance Department is requesting on the behalf of the library a budget adjustment of \$70,000 to cover the overage in contractuals. Chuck Schmidt asked if there were plans to increase the contractual budget to alleviate this situation in 2020. Ms. Penland said that yes, this would be addressed during the 2020 budget revision. Bock made a motion to receive and file. The motion carried.

The meeting was adjourned at 11:45 a.m.

Wichita Public Library
2019 General Fund - End of Year Estimate

	Revised Budget	Prelim Dec	Anticipated Month 13 Expenses	Anticipated Expense Total	Projected Balance
1100 - Bi-weekly wages	\$ 4,270,031.09	\$ 141,847.09	\$ 170,000.00	\$ 3,653,062.14	\$ 616,968.95
1101 - Longevity	\$ 58,056.00	\$ 2,397.00	\$ 2,400.00	\$ 57,000.00	\$ 1,056.00
1104 - Shift Differential	\$ 4,055.15	\$ 170.00	\$ 150.00	\$ 3,965.63	\$ 89.52
1125-Paid Leaves		\$ 20,958.87	\$ 50,000.00	\$ 625,934.10	\$ (625,934.10)
1190 - Accrual				\$ (22,813.99)	\$ 22,813.99
1200 - Part time/seasonal	\$ 934,903.95	\$ 31,673.12	\$ 30,000.00	\$ 823,641.68	\$ 111,262.27
1202 - Transit wages				\$ 162.44	\$ (162.44)
1204 - Clothing Allowance	\$ 150.00		\$ 150.00	\$ 150.00	\$ -
1205 - Auto allowance	\$ 2,400.06	\$ 224.51	\$ 150.00	\$ 6,165.83	\$ (3,765.77)
1208 - Cellular phone allowance	\$ 1,200.00		\$ 100.00	\$ 1,350.00	\$ (150.00)
1230-Bonus Pay			\$ -	\$ 8,951.64	\$ (8,951.64)
1300 - Premium overtime			\$ 150.00	\$ 10,702.36	\$ (10,702.36)
1301 - Straight overtime			\$ 50.00	\$ 732.24	\$ (732.24)
1302 - Court appearance				\$ 166.28	\$ (166.28)
1400 - FICA	\$ 401,602.84	\$ 13,903.54	\$ 14,000.00	\$ 373,064.00	\$ 28,538.84
1401 - Employee pension	\$ 539,350.84	\$ 19,476.45	\$ 20,000.00	\$ 505,928.45	\$ 33,422.39
1402 - Police and Fire Pension				\$ -	\$ -
1403 - Workers compensation	\$ 52,047.51	\$ 1,969.32	\$ 2,000.00	\$ 51,040.95	\$ 1,006.56
1404 - Unemployment compensation	\$ 5,262.99	\$ 186.68	\$ 200.00	\$ 4,855.53	\$ 407.46
1405 - Group health insurance	\$ 868,372.00	\$ 38,446.37		\$ 872,374.43	\$ (4,002.43)
1406 - Group life insurance	\$ 17,080.12	\$ 269.62		\$ 6,495.86	\$ 10,584.26
1500 - Planned Savings	\$ (143,313.02)			\$ -	\$ (143,313.02)
Subtotal Salaries and Benefits	\$ 7,011,199.53	\$ 271,522.57	\$ 289,350.00	\$ 6,693,579.57	\$ 28,269.96
BUDGETED S&B	\$ 7,011,199.53	\$ 546,448.70	\$ -	\$ 7,011,199.54	
2100 - Electricity	\$ 191,840.00	\$ 20,538.51	\$ (70,000.00)	\$ 211,177.44	\$ (19,337.44)
2101 - Gas - Western Resources	\$ 9,350.00	\$ 2,451.28		\$ 35,550.90	\$ (26,200.90)
2102 - Gas - Peoples	\$ 6,170.00	\$ 665.18		\$ 4,547.20	\$ 1,622.80
2104 - Water	\$ 18,718.00		\$ 900.00	\$ 5,175.20	\$ 13,542.80
2107 - Trash Service	\$ 4,200.00	\$ 478.00		\$ 5,036.35	\$ (836.35)
2199 - Other	\$ 60,460.00			\$ -	\$ 60,460.00

Wichita Public Library
2019 General Fund - End of Year Estimate

	Revised Budget	Prelim Dec	Anticipated Month 13 Expenses	Anticipated Expense Total	Projected Balance
2200 - PBX - line charges	\$ 11,058.00	\$ 1,149.50		\$ 12,910.50	\$ (1,852.50)
2201 - PBX - instrument charges	\$ 17,460.00	\$ 1,833.75		\$ 20,656.25	\$ (3,196.25)
2202 - Moves & Changes	\$ 100.00			\$ (356.77)	\$ 456.77
2203 - Long distance service	\$ 900.00	\$ 19.55		\$ 806.49	\$ 93.51
2204 - Local Service	\$ 13,500.00			\$ 496.03	\$ 13,003.97
2207 - Postage				\$ 168.82	\$ (168.82)
2210 - Shipping & Freight	\$ (440.00)			\$ -	\$ (440.00)
2211 - Express mail	\$ 4,000.00			\$ -	\$ 4,000.00
2214 - Aircards			\$ 125.00	\$ 1,389.17	\$ (1,389.17)
2215 - Plexar	\$ 8,136.00	\$ 1,098.00		\$ 8,122.00	\$ 14.00
2216 - Voice mail	\$ 1,512.00	\$ 126.00		\$ 1,512.00	\$ -
2217 - Internet				\$ -	\$ -
2218 - ACD		\$ 23.75		\$ 166.25	\$ (166.25)
2299 - Other	\$ (8,120.00)			\$ 1,050.00	\$ (9,170.00)
2301 - Meals and lodging allowance	\$ 2,540.00			\$ 2,273.88	\$ 266.12
2302 - Out of town registration fees	\$ 670.00			\$ (525.00)	\$ 1,195.00
2303 -in town registration				\$ 900.00	\$ (900.00)
2308 - Transportation - out of town	\$ 1,905.00			\$ 625.99	\$ 1,279.01
2310- Turnpike fees and charges				\$ -	\$ -
2399 - Other Transportation	\$ (2,500.00)			\$ -	\$ (2,500.00)
2400 - Building and Contents	\$ 126,447.00	\$ 31,611.75		\$ 126,447.00	\$ -
2401 - Vehicle Liability	\$ 870.00	\$ 217.50		\$ 870.00	\$ -
2404 - Loss reserve				\$ -	\$ -
2501 Pre-employment expenses			\$ 74.00	\$ 709.00	\$ (709.00)
2502- Medical & Lab services				\$ 322.00	\$ (322.00)
2505 - Contractor				\$ 530.00	\$ (530.00)
2519 - Background checks	\$ 3,140.00	\$ 84.10		\$ 3,865.40	\$ (725.40)
2543 - Bank charges	\$ 5,000.00	\$ 529.59		\$ 7,739.88	\$ (2,739.88)
2599 - Other Professional Services	\$ 37,970.00	\$ 2,837.40		\$ 29,054.70	\$ 8,915.30
2600 - Data center charges	\$ 841,620.00			\$ 841,620.00	\$ -
2601 - Maint. - Data Equipment	\$ 133,852.01			\$ 160,909.78	\$ (27,057.77)

Wichita Public Library
2019 General Fund - End of Year Estimate

	Revised Budget	Prelim Dec	Anticipated Month 13 Expenses	Anticipated Expense Total	Projected Balance
2699 - Other Data Processing Charges	\$ 7,080.00			\$ -	\$ 7,080.00
2700 - Motor Pool - Scheduled Charges	\$ 3,720.00	\$ 310.00		\$ 3,720.00	\$ -
2703 - Maintenance - Equipment	\$ 5,421.00			\$ 1,890.00	\$ 3,531.00
2708 - Uniform Rental Service	\$ 2,925.00	\$ 107.26		\$ 1,361.10	\$ 1,563.90
2804 - Pest Control Services	\$ 13,000.00	\$ 4,188.00		\$ 15,061.00	\$ (2,061.00)
2805 - Janitorial Services	\$ 55,032.00	\$ 5,165.48		\$ 51,467.97	\$ 3,564.03
2806-Security/Fire Service				\$ 359.28	\$ (359.28)
2899 - Other Buildings/Grounds Charges	\$ 13,630.00			\$ -	\$ 13,630.00
2902-Advertising				\$ 67.20	\$ (67.20)
2906 - Membership Dues	\$ 3,195.00			\$ 499.00	\$ 2,696.00
2917 - Printing and photocopying	\$ 23,472.00		\$ 500.00	\$ 24,830.20	\$ (1,358.20)
2928-Permits and fees				\$ -	\$ -
2999 - Other Contractuals	\$ 77,583.00	\$ 11,296.60		\$ 98,626.69	\$ (21,043.69)
Subtotal Contractuals	\$ 1,695,416.01	\$ 84,731.20	\$ (68,401.00)	\$ 1,681,632.90	\$ 13,783.11
BUDGETED Contractuals	\$ 1,695,416.01	\$ 132,568.42		\$ 1,695,416.05	
3101 - Computer Supplies	\$ 900.00			\$ 841.56	\$ 58.44
3103 - Office supplies	\$ 27,525.00	\$ 2,447.33		\$ 24,341.18	\$ 3,183.82
3199 - Other Office Supplies	\$ 21,050.00	\$ 338.32		\$ 16,071.42	\$ 4,978.58
3405 - Fuel	\$ 2,600.00			\$ 2,521.99	\$ 78.01
3499 - Other equipment parts	\$ 450.00			\$ 131.34	\$ 318.66
3803-Lab equipment				\$ 2,114.00	\$ (2,114.00)
3804 - Data Processing Equipment	\$ 9,665.00			\$ -	\$ 9,665.00
3805 - Office Furniture and Equipment	\$ 9,990.00	\$ 1,327.28		\$ 8,169.95	\$ 1,820.05
3811 - Library Equipment	\$ 677,530.00	\$ 89,926.20		\$ 677,347.61	\$ 182.39
3812-Communications equipment				\$ -	\$ -
3901 - Custodial supplies	\$ 6,000.00	\$ 77.97		\$ 528.96	\$ 5,471.04
3903-Food commodities				\$ 1,059.09	\$ (1,059.09)
3904-Petty cash expenses				\$ -	\$ -
3990-Purchase Card clearing		\$ (86,921.21)		\$ -	\$ -
3999-Other commodities				\$ 190.68	\$ (190.68)

Wichita Public Library
2019 General Fund - End of Year Estimate

	Revised Budget	Prelim Dec	Anticipated Month 13 Expenses	Anticipated Expense Total	Projected Balance
Subtotal Commodities	\$ 755,710.00	\$ 7,195.89		\$ 726,121.89	\$ 22,392.22
BUDGETED Commodities	\$ 755,710.00	\$ 62,975.83		\$ 692,734.13	

End of Year Balance \$ 64,445.29
0.68%

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, January 21, 2020, 11:30 a.m.
2nd Floor Collaboration Room #205 (Yellow)
Advanced Learning Library, 711 W 2nd St., Wichita, KS 67203

1. Call to Order
2. Proposed Change to CIR-007.1 Circulation of Materials
3. Proposed Changes to REF-002 General Equipment Available for Customer Use
4. Proposed Changes to REF-003 Public Computing Services
5. Other Items from Committee Members
6. Adjournment

Agenda

Wichita Public Library Board of Directors

Planning & Facilities Committee

Tuesday, January 21, 2020, 11:30 a.m.

2nd Floor Collaboration Room #204 (Purple)

Advanced Learning Library, 711 W 2nd St., Wichita, KS 67203

1. Call to Order
2. Evergreen Branch Plan Update
3. Linwood Branch Plan Update
4. Facility Maintenance Issues
5. Outstanding Committee Issues
 - “Big Red” Sculpture
6. New Business from Committee Members
7. Adjournment

**Wichita Public Library Board of Directors
Public Affairs Committee Meeting
December 17, 2019**

Board Present: Lamont Anderson, Lauren Hirsh, Shannon Littlejohn, and Shelby Petersen

Library Staff Present: Sean Jones, Communications Specialist

Committee Chair Lamont Anderson called the meeting to order at 11:16 a.m.

Shelby Petersen asked if downtown signs pointing to museums, landmarks and civic buildings would be updated to include the Advanced Learning Library.

Wichita Public Library Communications Specialist Sean Jones provided an overview of the marketing and communications work plan for 2020.

The committee discussed sending a letter to Mayor-Elect Brandon Whipple inviting him to a board meeting beginning February 2020 to introduce the Board. A letter will be drafted and given to Library Board President Kevin McWhorter to sign.

The Public Affairs Committee will not meet in January 2020.

The meeting was adjourned by Lamont Anderson at 11:53 a.m.

Media Report: December 2019

Television

- December 11: *KWCH* "Holiday festivities around the Wichita Area"
<https://www.kwch.com/content/news/Holiday-festivities-around-the-Wichita-area-565402901.html>
- December 12: *KAKE* "Winter Break Activities, Kids Corner"
<http://www.kake.com/clip/14966927/kids-corner-12-12-19>
- December 13: *KCTU* "Holidays at the Library"
- December 29: *KWCH* "Winter Reading Challenge"
- December 30: *KSN* "Winter Reading Challenge"

Print

- December 16: *Library Journal* "New Landmark Library, Advanced Learning Library"
<https://www.libraryjournal.com/?detailStory=Advanced-Learning-Library-Wichita-Public-Library-KS-New-Landmark-Libraries-2019>
- December 17: *Book Riot* "How Libraries are Dealing with Bed Bugs"
<https://bookriot.com/2019/12/17/how-libraries-are-dealing-with-bedbugs/>
- December 29: *The Wichita Eagle* "Time to get booked. Here are the categories for our 2020 #ReadICT Challenge"
<https://www.kansas.com/entertainment/books/article237749929.html>

Radio

- December 16: *KNSS* "New Landmark Library, Advanced Learning Library"
<https://knss.radio.com/articles/wichitas-advanced-learning-library-receives-honor>